

INFORMATION DISSEMINATION STRATEGY—ADP 7235B
Prevention Activities Data System
Reporting Period Dates: 7/1/1999 through 6/30/2000

See the reverse side for instructions on completing this form.

SECTION A. PROVIDER/PROGRAM INFORMATION

1. COUNTY NAME4. TODAY’S DATE

2. PROVIDER NAME5. PROVIDER ID NO.

3. CONTACT PERSON’S NAME6. TELEPHONE NO. ( )

7. STRATEGY STATUS: Existing Services Expansion of Services New or Enhanced Services

SECTION B. PARTICIPANT BASED

1. SERVICE POPULATIONS. Check (√) all boxes that apply. The populations with an asterisk (\*) are considered high-risk categories.

(a) Business and Industry

(b) Children of Substance Abusers\*

(c) Civic Groups/Coalitions

(d) College Students

(e) Delinquent/Violent Youth\*

(f) Economically Disadvantaged\*

(g) Elementary School Students

(h) General Population

(i) Government/Elected Officials

(j) Health Professionals

(k) High School Students

(l) HIV Infected Persons

(m) IV Drug Users

(n) Law Enforcement/Military

(o) Lesbian/Gay/Bisexual/Transgender

(p) Middle/Jr High School Students

(q) Older Adults

(r) Parents/Families

(s) People With Mental Health Problems\*

(t) Persons Using Substances\*

(u) Persons With Physical Disabilities\*

(v) Physical/Emotional Abuse Victims\*

(w) Pregnant Women/Teens

(x) Preschool Students

(y) Prevention/Treatment Professionals

(z) Religious Groups

(aa) Runaway/Homeless Youth\*

(bb) School Dropouts

(cc) Teachers/Administrators/Counselors

(dd) Women and Children

(ee) Youth/Minors

(ff) Other (specify)

2. SERVICES. For each service delivered, check (√) the single most appropriate box for that activity. If “Yes,” enter the number of times the service was provided in the “Frequency” column; enter the total number of persons served; and indicate if the number is actual or estimated in the appropriate column.

SERVICE	√ Yes	√ No	Frequency	No. of Persons Served	√ Actual	√ Estimated
(a) A/V Material Developed—Original*				N/A		
(b) A/V Materials Disseminated				N/A		
(c) Brochures Developed				N/A		
(d) Brochures Disseminated						
(e) Clearinghouse/Information Resource Center				N/A		
(f) Conferences/Fairs						
(g) Curricula Developed—Original*				N/A		
(h) Curricula Disseminated				N/A		
(i) Health Fairs						
(j) Health Promotion						
(k) Media Campaigns Developed				N/A		
(l) Media Campaigns Conducted				N/A		
(m) Newsletters Developed—Original*				N/A		
(n) Newsletters Disseminated						
(o) Printed Material Developed—Original* (other than above)				N/A		
(p) Printed Materials Disseminated				N/A		
(q) Public Service Announcements Developed—Original*				N/A		
(r) Public Service Announcements Aired				N/A		
(s) Resource Directories Developed—Original*				N/A		
(t) Resource Directories Disseminated						
(u) Speaking Engagements						
(v) Telephone Information Service Calls				N/A		
(w) Other (specify)						

\* Definition of “Original”: Any materials that were newly developed during the reporting period dates identified above.

3. WHERE SERVICES OCCURRED. Please check (√) all that apply.

(a) Alternative Schools

(b) Community At Large

(c) Community Center

(d) Criminal Justice System

(e) Faith Center

(f) Health Center/Clinic

(g) Hospital

(h) Parks/Recreation

(i) Public Housing

(j) Residential Treatment

(k) School

(l) Street Outreach

(m) Transitional Housing

(n) Treatment Facility

(o) University/College

(p) Work Place

(q) Youth Clubs/Center

(r) Other (specify)

SECTION C. PARTICIPANT CHARACTERISTICS. In subsections C1., C2., and C3., enter the number of persons served as identified in Section B, No. 2. If an actual count is not possible, please estimate numbers.

1. RACE/ETHNICITY:

(a) White, Not Hispanic

(b) Asian or Pacific Islander

(c) Hispanic/Latino

(d) Native American/ Alaska Native

(e) African American

(f) Multiracial/Multiethnic

(g) Other (specify)

2. AGE (YEARS)

(a) Under 5

(b) 5 - 9

(c) 10 - 12

(d) 13 - 15

(e) 16 - 18

(f) 19 - 25

(g) 26 - 55

(h) Over 55

3. GENDER

(a) Male

(b) Female

(c) Other

ADP 7235B - INFORMATION DISSEMINATION STRATEGY (Revised 7/1/99)

Departmental Use - SERVICE CODE 12

## INSTRUCTIONS FOR COMPLETING INFORMATION DISSEMINATION STRATEGY—FORM ADP 7235B (Revised 7/1/99)

**Information Dissemination:** This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse and addiction and the effects on individuals, families and communities. This strategy is also intended to increase knowledge and awareness and knowledge of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

### SECTION A. PROVIDER/PROGRAM INFORMATION

1. **County Name:** Enter the name of the county where the program is located.
2. **Provider Name:** Enter the complete name of the program as it appears on the contract with the county.
3. **Contact Person's Name:** Enter the name of the provider's contact person. This person may be the program director, executive director, or a designee.
4. **Today's Date:** Enter the date the forms are completed.
5. **Provider ID No.:** Enter the same numbers that were entered on Form 7235A, Section A, No. 3.
6. **Telephone No.:** Enter the area code and phone number (and extension, if any) of the person named in No. 3.
7. **Strategy Status:** Check "Existing Services" if the services began prior to the beginning date of the current reporting period; check "Expansion of Services" if existing services are being expanded by additional capacity, slots, caseload; and check "New or Enhanced Services" if new services are being added or additional service elements are expanded during the current reporting period.

### SECTION B. PARTICIPANT BASED

1. **Service Populations:** Check all the appropriate boxes of the service population or group that received the prevention service. If a population is not listed, enter that population under the category of "Other."
2. **Services:** Check all the appropriate boxes to indicate the types of services provided, the frequency of deliveries, the number of persons served, and whether the number is actual or estimated. "Media Campaigns Developed" or "Media Campaigns Conducted" would include structured activities that use print and broadcast media to deliver prevention information or health promotion messages. In contrast to Public Service Announcements (PSAs), broadcast media campaign messages are usually more than five minutes long. PSAs would include a media message or campaign, usually less than five minutes long, that are broadcast at no charge. PSAs are designed to inform and educate audiences, and may include no-charge newspaper advertisements and announcements and press releases. If a service is provided that is not listed, enter that service under the category of "Other."
3. **Where Services Occurred:** Check all the appropriate boxes where the services were provided. If a location is not listed, enter that location under the category of "Other."

### SECTION C. PARTICIPANT CHARACTERISTICS

1. **Race/Ethnicity:** Enter the total number of participants in each race/ethnicity category. If an actual count is not possible, please estimate the numbers. Optional subcategories for Native American are: Multitribal Affiliation and Other Native American. Optional subcategories for Asian or Pacific Islander are: Japanese, Okinawan, Korean, Filipino, Chinese, Mixed-Part Hawaiian, Vietnamese, Cambodian, Native Hawaiian, Samoan, and Other Asian or Pacific Islander. Optional subcategories for Hispanic/Latino are: Puerto Rican, Mexican, Cuban, and Other Hispanic/Latino.
2. **Age:** Enter the total number of participants in each age category. If an actual count is not possible, please estimate the numbers.
3. **Gender:** Enter the total number of participants in each gender category. The category of "Other" could include male and female cross dressers, transvestites, female and male impersonators, pre-operative and post-operative transsexuals. If an actual count is not possible, please estimate the numbers.